Data Tracking Worksheet Reference Guide
Weekly COVID-19 Vaccination Cumulative Summary Data
Healthcare Personnel and Residents: Long-Term Care Facilities
May 2021

Purpose

The Data Tracking Worksheet was developed to help log and track the number of residents who are vaccinated for COVID-19. When you enter COVID-19 vaccination data for each resident in the Tracking Worksheet, and select a reporting week, the data to be entered into NHSN will automatically be calculated on the Reporting Summary tab of the worksheet.

Summary Instructions

Any resident recently admitted at your facility should be added to the Tracking Worksheet. When residents are vaccinated, enter the vaccination information into the Tracking Worksheet. When residents are discharged, the discharge/end date should also be entered on the Tracking Worksheet. **NOTE: Discharged residents at the facility do not need to be deleted off the Tracking Worksheet but should be indicated on the worksheet by entering the Discharge Date.** When a reporting week is selected, only those who were current residents during the reporting period will be included in the Reporting Summary.

> **NOTE: If data entries are made in error, they can be removed with the "Delete" key; Using the "Backspace" key may not delete the entry and may return a warning.**

Step-By-Step Instructions

A. The red Asterix (*) is required for reporting to NHSN. Note: The other boxes are for optional NHSN reporting

B. Enter data in rows (from left to right) when entering vaccine data for each resident.

C. Steps for entering Resident Vaccination Data on the Tracking Worksheet tab:

1. Enter the unique (*Facility ID#) for the reporting facility
2. Select the (*First Day of the Reporting Week) that you plan to generate the report
3. Enter the (*Resident Admit Date) to the facility. A date must be entered. If unknown choose a date before the first reporting week (e.g., 12/1/2020)
4. Enter the (*Resident Discharge Date) from the facility (when applicable)
5. Enter resident's first name, last name, DOB (date of birth) or another identifier
6. Enter date the resident vaccinated with dose 1 (*Vaccinated with Dose 1)
7. Select vaccine name from the drop-down box (*Dose 1 Vaccine Name)
8. Enter date the resident vaccinated with Dose 2 (*Vaccinated with Dose 2)
9. Select vaccine name from the drop-down box (*Dose 2 Vaccine Name)
10. If the vaccination series contains an unspecified vaccine manufacturer, select YES/NO in the dropdown in Column K (required if the cell is red) Note: If Column K auto-fills with YES, do not change this value

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11. Enter the date of adverse event noted (optional) [NHSN application has phased out this data field starting with release 9.5.3.3]
12. Enter date for any (*Contraindication or Exclusion Noted) If the resident has contraindication(s), enter the date of contraindication(s) first noted. If the resident has a condition that makes it necessary to temporarily defer COVID-19 vaccination, remove the date for the weeks when the resident is suitable for COVID-19 vaccination again. For example, if a resident received monoclonal antibodies as part of COVID-19 treatment, enter the date where the last dose of monoclonal antibodies was administered, and remove the date from this spreadsheet 90 days after.
13. Enter date the resident declined COVID vaccine (optional)
14. Select YES/NO if the resident was vaccinated at another location (optional)
15. Select YES/NO if the resident has a previously positive COVID-19 test (optional) [NHSN application has phased out this data field starting with release 9.5.3.3]
16. Enter any additional comments (optional)
17. Enter the date vaccine education was provided (optional)

IMPORTANT **Please DO NOT send this form to NHSN, this form is ONLY to be used by your facility for COVID-19 vaccine data collection and record keeping purposes**

Visible Impressions: The Data Tracking Worksheet has been updated based on changes in the application and to allow for single and multi-dose vaccine reporting. If you are a facility that has data stored in a previous (old) version of the tracking worksheet, the visible impression instructions below can be used to demonstrate how to import your existing data into the updated version of the tracking worksheet.

1. Highlight column K in <u>old</u> worksheet by clicking on the K.

2. In the old worksheet, Insert column K.

3. Column K will appear as shown in the screenshot.

4. Select and Copy all rows of data in the old work sheet (please be sure to ONLY copy rows and columns with entered data)
<u>Note</u>: If you copy rows and columns with no data, the formulas will not copy over into the new data tracking worksheet.

New Worksheet

5. Place cursor in cell B8 to cover the data that will be pasting from the old worksheet.

New Worksheet

6. Once curser is placed on cell B8 in the new worksheet, select "Values (V)" paste option as indicated by the red arrow shown in the screenshot.

READY TO USE

7. The data are now located on the new data tracking worksheet and ready to use.

While this reference guide covers how to use the data tracking worksheet for residents of LTCFs, the same instructions apply to using the data tracking worksheet for healthcare personnel

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